

**Middle Tennessee State University  
Art Exhibition and Loan Agreement**

MTSU Department of Art and Design as Borrower

This Art Exhibition and Loan Agreement is entered into by Middle Tennessee State University (hereinafter "MTSU"), on behalf of the Department of Art and Design (hereinafter "Department"), and the Lender identified below. The Department will retain this Agreement and provide a copy to the MTSU Office of Compliance and Enterprise Risk Management.

Unless otherwise noted, MTSU will provide return shipping of the artwork only and will not cover the cost for artwork shipping to MTSU.

**BORROWING DEPARTMENT AND EXHIBITION INFORMATION**

Exhibition Name: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Exhibition Location: MTSU Todd Art Gallery

Deadline date for publicity materials: \_\_\_\_\_

Department Contact: Eric Snyder or Rick Rishaw

Email: Eric.Snyder@mtsu.edu, Rick.Rishaw@mtsu.edu Phone: 615-898-5532

Reception Time \_\_\_\_\_

Saturdays At Todd Workshop (Y/N) \_\_\_\_\_

Visiting Artist? (Y/N) \_\_\_\_\_ Will housing be needed? (Y/N) \_\_\_\_\_

**LENDER CONTACT**

Lender's Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person (if different from Lender listed above):

\_\_\_\_\_ Email:  
\_\_\_\_\_ Cell: \_\_\_\_\_

If MTSU Employee or Student, Name of Department: \_\_\_\_\_ Cell: \_\_\_\_\_

If non-MTSU Student, Name of School, College or University attending:  
N/A

Cell: N/A

### MTSU CONTACT:

Eric V. Snyder or Rick Rishaw

Phone 615-898-5532

Email Eric.Snyder@mtsu.edu – (Coordinator), Rick.Rishaw@mtsu.edu – (Preparator)

Art Telephone 615-898-5532 or 615-898-2455

### LOANED OBJECT DESCRIPTION

If there are multiple loaned objects, a separate Art Exhibition and Loan Agreement must be completed for each loaned object or the separate schedule below must be completed and attached. Each loaned item must be listed by the following:

Artist/Owner Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Description of Media: (ceramics, graphic design, painting, print media, sculpture, etc.)

Insured Value: \_\_\_\_\_

Is loaned object 2-dimensional (painting, drawing, etc.,) or 3-dimensional (sculpture, ceramics, etc.,)?

2D  3D

For 2-D work: Size w/o Frame: Height \_\_\_ Width \_\_\_ Size w/ Frame: Height \_\_\_ Width \_\_\_

For 3-D work: Size w/o Base: Height \_\_\_ Width \_\_\_ Depth \_\_\_ Size w/ Base H\_\_\_ W\_\_\_ Depth \_\_\_

Do you own the copyright to the artwork(s) and any component materials incorporated into the artwork (Y/N)? \_\_\_\_\_ If not, who does? \_\_\_\_\_

*If you do not own the copyright to the artwork, please provide a copy of the license authorizing your use of the copyrighted material.*

Condition (note any pre-existing damage): \_\_\_\_\_

*A condition report will be completed for each loaned object upon arrival at Borrower's location. A copy will be kept for University records and also for Borrower records.*

Special handling requirements needed for onsite or for shipping purposes?

### SHIPPING

Deadline date of arrival \_\_\_\_\_ Return date: \_\_\_\_\_ Shipment via: \_\_\_\_\_

Address from which loaned object is to be shipped or picked-up:

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Address to which object is to be shipped when exhibition concludes:

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Who arranges for shipping to: \_\_\_\_\_ Who pays: \_\_\_\_\_ Who is shipper:

Who arranges for return shipping: \_\_\_\_\_ Who pays: \_\_\_\_\_ Who is shipper: \_\_\_\_\_

Shipping from MTSU via (select one): USPS, UPS, FedEx, or department truck: \_\_\_\_\_

## INSURANCE

MTSU or Lender (select one) shall provide insurance coverage for loaned objects. If the artwork will be MTSU-insured, Lender may request Certificate of Insurance. If the artwork will be Lender-insured, Lender shall submit a certificate of insurance to MTSU. See **Terms and Conditions** for additional details.

- Insurance provided by MTSU (Y/N): \_\_\_\_\_ Does Lender require Certificate of Insurance (Y/N) \_\_\_\_\_  
Declared Value \_\_\_\_\_
- Insurance provided by Lender (Y/N): \_\_\_\_\_ Has Lender submitted Certificate of Insurance (Y/N) \_\_\_\_\_  
Declared Value \_\_\_\_\_

## SPECIAL TERMS AND CONDITIONS

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## EXHIBITION AGREEMENT TERMS AND CONDITIONS

1. The artwork listed and described above and on any subsequent pages are hereby consigned by the Artist/Owner for display in the MTSU Todd Art Gallery (TAG), Todd Hall, Room 224A.
2. The Artist/Owner agrees to clearly and accurately label work on the back of said artwork to include Artist's/Owner's name, title, size, media, and value. Where such labeling is not possible: Send docx file: [Eric.Snyder@mtsu.edu](mailto:Eric.Snyder@mtsu.edu) with name, title, size, media, and value. If possible, include image thumbnails as failsafe to correct identification.
3. The Artist/Owner agrees to have said artwork properly framed, wired, or otherwise in a condition to ensure the artwork is ready for installation and adequately packaged for shipping. All artwork shall be of the structural integrity to be installed and displayed for the duration of the exhibit.
4. As loan recipient, MTSU Department of Art/Todd Art Gallery, by accepting the listed artwork, acknowledges their loan and the work(s) current condition. Dated images of condition upon

arrival at TAG will be placed on file in the gallery office, Todd Hall, Room 226. Further, MTSU Department of Art/Todd Art Gallery acknowledges liability for any damage incurred to artwork while artwork remains in their possession.

As a state institution, MTSU is self-insured. Lender Initials: \_\_\_\_\_ Borrower Initials: \_\_\_\_\_

**SIGNATURES**

The undersigned agree to the Art Exhibition and Loan Agreement and the Terms and Conditions Governing the Loan Agreement.

**Lender/Authorized Agent:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

Date: \_\_\_\_\_

**MTSU/Authorized Agent:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

Date: \_\_\_\_\_

Loan Location MTSU Todd Art Gallery